

# CRIME STUDIES TECHNICIAN I & II

## DEPARTMENTAL PROMOTIONAL SPOT – SACRAMENTO



State of California  
**DEPARTMENT  
OF JUSTICE**  
P.O. Box 944255  
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**FINAL FILING DATE** **April 30, 2013-** Examination Applications (Form STD. 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications must have an original signature. Applications postmarked, personally delivered, faxed or received via interoffice mail after the final filing date will not be accepted for any reason.

### WHO CAN APPLY

Persons who meet the minimum qualifications by the final filing date as stated on this bulletin. Applicants must have a permanent civil service appointment with the Department of Justice as of the final filing date. Employees who have a limited-term appointment in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examinations in the department. Other employees who meet the following criteria may also apply: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC) Section 18990; **OR** 2) an exempt employee meeting the criteria defined in GC Section 18992 **OR** 3) Persons who are retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC section 18991.

**NOTE: Applicants who qualify under #3 must submit a copy of Form DD214 along with their Standard State Application (STD. 678)**

### HOW TO APPLY

Examination Application Forms (STD. 678) may be downloaded from the California Department of Human Resources website at ([www.jobs.ca.gov](http://www.jobs.ca.gov)). Applications must be mailed to or filed in person with:

#### **Mailing Address:**

Department of Justice  
Testing and Selection Unit  
P.O. Box 944255  
Sacramento, CA 94244-2550

#### **File in Person:**

Department of Justice  
Testing and Selection Unit  
1300 "I" Street, 7th Floor  
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES, ONLINE, VIA INTER-AGENCY MAIL OR FAX.**

### CROSS FILING INFORMATION

If you meet the entrance requirements for the Crime Studies Technician I and II, you may file for both examinations listed in this bulletin on a single application.

### SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

### QUALIFICATIONS APPRAISAL INTERVIEW

It is anticipated that the Oral Interviews will be conducted in June or July 2013.

### SALARY RANGE

<b>Crime Studies Technician I</b>	<b>\$2746 - \$3339</b>
<b>Crime Studies Technician II</b>	<b>\$3262- \$3967</b>

The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

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ELIGIBLE LIST INFORMATION	<p>A departmental promotional eligible list will be established for the Department of Justice. The list will be abolished <b>12</b> months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p> <p><b>Positions exist with Department of Justice in Sacramento only.</b></p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications/resumes must include "To" and "From" employment dates (Month/Day/Year), time base, and applicable classification titles. Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.</p>
MINIMUM QUALIFICATIONS	<p><b>Either I</b></p> <p><b><u>CRIME STUDIES TECHNICIAN I</u></b></p> <p>In the Department of Justice, either six months of experience performing the duties of a Crime Studies Technician Trainee or of a Statistical Clerk.</p> <p><b>Or II</b></p> <p>Two years of experience performing criminal statistics related duties in a governmental law enforcement agency. (Experience in California state service applied towards this requirement must include six months performing the duties of a class at a level of responsibility equivalent to that of a Crime Studies Technician Trainee.)</p> <p><b><u>CRIME STUDIES TECHNICIAN II</u></b></p> <p><b>Either I</b></p> <p>In the Department of Justice, either: (1) one year of experience performing the duties of a Crime Studies Technician I, or (2) performing criminal statistics related duties in a class at a level of responsibility equivalent to Office Services Supervisor II.</p> <p><b>Or II</b></p> <p>Three years of experience performing criminal statistics related duties in a governmental law enforcement agency. (Experience in California state service applied toward this requirement must include one year performing the duties of a class at a level of responsibility equivalent to that of a Crime Studies Technician I.)</p>
DEFINITION OF TERMS	<p><b>"Performing the duties of. . ."</b> - means the applicant must have the amount of experience in State service in the class specified or on a training and development assignment (T&amp;D), limited term, or approved out-of-class assignment to the class.</p> <p><b>"Duties of a class at a level of responsibility equivalent to. . ."</b> requires that the applicant have State Service experience of appropriate type and length in a class at the same (or a higher) level of responsibility as the class specified.</p>
POSITION DESCRIPTION	<p><b>Crime Studies Technician I</b></p> <p>This is the first full working level in the series. Under supervision, incumbents perform the more technical duties relating to all aspects in the collection and compilation of crime and arrest data for the provision of criminal research and statistics programs, including preparation of reports and graphic presentations. In addition, incumbents may assist in the training of statistical clerks and student assistants.</p> <p><b>Crime Studies Technician II</b></p> <p>This is the lead person level in the series. Incumbents typically lead a team of Crime Studies Technicians and clerical employees; perform the most complex technical duties relating to the criminal research and statistics programs; make presentations and provide training to law enforcement personnel. Occasionally, incumbents may work independently on specialized research and statistics projects that demand a high level of technical skill.</p>

**EXAMINATION  
INFORMATION**

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**CRIME STUDIES TECHNICIAN I AND II**

This examination will consist of the following:

**Crime Studies Technician I:** (1) Qualifications Appraisal Panel (QAP) Interview /Work Sample Exercise and (2) Mathematics Exercise.

**Crime Studies Technician II:** (1) Qualifications Appraisal Panel (QAP) Interview /Oral Presentation and (2) Mathematics Exercise.

**Mathematics Exercise (weighted 30%)**

This component will assess the candidate's skills in performing basic mathematical calculations and basic statistical problem solving.

Candidates will be allotted time prior to entering the interview room to complete the exercise. The exercise will be scored separately using a predetermined rating scale and predetermined scoring criteria. This testing component measures the following knowledge and abilities:

**Knowledge of:**

1. Arithmetic, statistics, and their applications.

**Ability to:**

1. Choose the right mathematical methods or formulas to solve a problem (mathematical reasoning).
2. Add, subtract, multiply, or divide quickly and correctly (Number Facility).

**Qualifications Appraisal Panel (QAP) Interview (weighted 70%)**

The QAP will consist of predetermined job related questions. Candidates will be provided a copy of the interview questions to review for a brief period of time before entering the interview room. The interview panel evaluates the candidate's responses to each of the questions using a predetermined rating scale and predetermined scoring criteria. This testing component measures the following knowledge, skills and abilities:

**Knowledge of:**

2. The nature, purpose, and use of databases.
3. Training methods and communication techniques to effectively instruct people from outside agencies in database related tasks
4. Governmental functions and organization at the State and local level as they affect departmental research functions. (General Knowledge).

**Skill to:**

1. Retrieve information from and add information to department databases.
2. Search for and edit information in department databases.
3. Write queries for various databases to produce the appropriate output.
4. Gather information from a wide variety of sources
5. Analyze, design, and use complex data systems in order to obtain the necessary data.
6. Use computer software, including word processing, spreadsheets, graphic presentations, e-mail, internet, statistical analysis, and appointment scheduling in order to perform the functions of the position.
7. Cross reference information from various news sources and compare it to existing data.
8. Use computer programs in order to analyze data effectively.
9. Communicate effectively with a wide variety of people from different backgrounds and organizations
10. Communicate effectively with coworkers and management.
11. Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

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**EXAMINATION  
INFORMATION  
(CONTINUED)**

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**Ability to:**

3. Communicate in a professional and effective manner with others in order to maintain effective working relationships.
4. Take initiative to set priorities and meet deadlines.
5. Work independently and complete work without constant supervision.
6. Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems- (Critical Thinking)
7. Combine pieces of information to form general rules or conclusions (Inductive Reasoning).
8. Apply general rules to specific problems to produce answers that make sense (Deductive Reasoning).
9. Identify complex problems and review related information to develop and evaluate options and implement solutions.
10. Organize data and information to work effectively and efficiently on assigned projects.
11. Attend to fine detail.

**CRIME STUDIES TECHNICIAN I ONLY**

The Examination will include a work sample exercise which will assess the candidate's attention to detail.

This testing component measures the following abilities:

**Ability to:**

11. Attend to fine detail.
12. Understand written sentences and paragraphs in work related documents (Reading Comprehension).
13. Read and understand information and ideas presented in writing (written comprehension).

**CRIME STUDIES TECHNICIAN II ONLY**

Candidates will be required to make a brief oral presentation to the interview panel. Candidates will be allotted time prior to entering the interview room to prepare their presentation. This testing component measures the following skills:

**Skill to:**

9. Communicate effectively with a wide variety of people from different backgrounds and organizations.
11. Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
12. Use presentation software to present material in a clear, effective manner.
13. Make formal and informal oral presentations in order to communicate findings and make recommendations to department management.

**Ability to:**

3. Communicate in a professional and effective manner with others in order to maintain effective working relationships

Competitors will receive one combined score based on the two weighted components; the QAP interview (70%) and the Mathematics Exercise (30%). In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in this examination process.

**TOTAL WEIGHT OF THE EXAM 100%**

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ADDITIONAL  
DESIRABLE  
QUALIFICATION

Education equivalent to completion of the twelfth grade including or supplemented by courses in mathematics, statistics and English composition

SPECIAL PERSONAL  
CHARACTERISTICS

Accuracy and thoroughness in performance of statistical and analytical work and ability to work as a member of a team with professional and clerical employees.

VETERANS  
PREFERENCE /  
CAREER CREDITS

Veterans Preference Credits or Career Credits will not be granted in this examination

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## GENERAL INFORMATION

**The Department of Justice** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**It is the Candidate's Responsibility** to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396, three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at the Department of Justice Offices ([www.ag.ca.gov](http://www.ag.ca.gov)), California Department of Human Resources website at ([www.jobs.ca.gov](http://www.jobs.ca.gov)) and local Offices of the Employment Development Department ([www.edd.ca.gov](http://www.edd.ca.gov)).

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE  
TESTING AND SELECTION UNIT  
P. O. BOX 944255  
SACRAMENTO, CA 94244-2550  
(916) 324-5039